

SD DOE Mentor Program

DOE Information for
Business Managers

Program Requirements

- Mentor Professional Learning Community
 - (Mentor Seminar & Three Webinars)
- Attend Kick-Off (Mentors & New Teachers)
- Provide 34 hours of mentoring based on mentor guidelines to include focus on South Dakota Framework for Teaching (minimum of 18 hours face-to-face
 - Mentors Maintain [mentor log](#) - New Teachers will need a log as well if they are taking it for grad credit
- Attend Summer Academy (Mentors & New Teachers)
 - June 5-6, 2019 in Sioux Falls

- The State will send each business manager a detailed spreadsheet
- Payments made on actual expenses
- Mentor payment of \$1,500 (\$1,300 for additional new teachers)
 - Additional amount to offset individual payroll costs
- Additional 13.65% to offset district payroll costs
- Prorated if mentor does not meet all requirements

State will pay districts; districts will pay/reimburse mentors and new teachers

	Mentor	New Teacher
Mileage, meals, and hotel if needed for Seminar	X	
Mileage and meals for the kick-off event	X	X
Mileage, meals, and hotel if needed for Summer Academy	X	X
Mileage for up to four round trips per person if in different towns	X	X
Substitute reimbursements for up to \$250	X	X
Mentor Services	X	

\$0.42 per mile

Breakfast - \$6 (leaving before 5:30 am)

Lunch - \$11

Supper - \$15 (home after 8:00 pm)

Hotel - \$100 plus tax

1. Mentors and New Teachers attend the Mentor Seminar, kick-off, and travel for mentoring (if in different towns)
2. Mentors and new teachers submit travel request to district business manager
3. District invoices the State for travel and sub reimbursement (we will send detailed spreadsheet)
4. State pays District
5. Mentors and new teachers attend Summer Academy on June 5-6, 2019
6. District invoices the State for travel reimbursement, hotels, and mentor stipends

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Q & A

“MENTORING IS A BRAIN TO PICK, AN EAR TO LISTEN, AND A PUSH IN THE RIGHT DIRECTION.”

JOHN C. CROSBY

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